



# City of Trinidad, Colorado

## Job Description

Job Title: Vacancy Inspector

Reports To: Director Development Services

Department: Development Services

Date: April, 2016

**SALARY RANGE**  
**\$12.00 – \$15.00 hourly**

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *(The following statements are illustrative of the essential functions of the job and do not include other nonessential or peripheral duties that may be required. The City of Trinidad retains the right to modify or change the essential duties and additional functions of the job at any time without notice. Examples of duties are not intended to be all-inclusive or restrictive.)*

- Report on the condition of buildings and take photos of properties throughout the City of Trinidad.
- Most inspections are exterior only, and take an average of 2-6 minutes.
- Reporting type of structure, construction and occupancy based on critical thinking, the condition of the property and taking necessary photographic documentation.
- Applicant must be able to establish and maintain a good working relationship with the general public.
- Observes and follows established City policies and procedures in the daily conduct of the job.

**NECESSARY APPLICANT TRAITS:**

- Must possess a valid current state-issued driver's license and not be under suspension, revocation or denial nor have any prior alcohol related driving offenses within the last five years.
- Must provide own vehicle, laptop, and camera.
- Ability to deal with the public in a calm, constructive, and reasonable manner.
- Prepare and make verbal presentations to small and large groups, and speak effectively before public groups and respond to questions.
- Establish effective working relationships with peers and supervisors.

**BENEFITS:**

This is a temporary position at \$12.00 to \$15.00 per hour and will be completed approximately 2 to 4 weeks from start date.

**APPLICATION DEADLINE:**

Applications must be submitted to the Colorado Workforce Center, 140 N. Commercial St, Trinidad, CO 81082 no later than 5:00 pm on Friday, May 6, 2016.